

**UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT OF NORTH CAROLINA
VACANCY ANNOUNCEMENT/POSITION OVERVIEW
Vacancy Number FY0602G1**

POSITION: U. S. Probation Officer Assistant (Temporary Full-Time) *

OPENING DATE: 02-10-2006

SALARY RANGE: \$34,340 to \$55,876

CLOSING DATE: 02-24-2006

GRADE RANGE: CL 25

LOCATION: Greensboro, NC

UNIT: Pretrial Services

* Starting salary commensurate with qualifications. Position is subject to availability of funding. Position term is one year and one day with the possibility for extension.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Under the general supervision of a probation officer, group of probation officers, or supervising probation officer, assists probation officers in preparing investigations of all types (collateral, pretrial, presentence, postsentence, supervision, prerelease, etc.). Contacts various law enforcement and regulatory agencies, public agencies (such as schools), businesses, medical facilities, etc., to collect and record information for investigation and supervision of federal offenders. Supervises defendants released on bail pending trial and offenders convicted of federal offenses. Obtains urine specimens for drug use testing from offenders of same gender. Handles offender emergencies in officers' absence. Uses personal computer and other automated equipment to conduct legal research, criminal record checks, obtain credit bureau reports, and performs data and word processing. Performs other related duties required by the Court or the Probation Office.

Probation officer assistants work for the court, not the U. S. Attorney's office or the police. Our district has a chief probation officer, a deputy chief probation officer, officers who are specialists, and other officers who perform pretrial, presentence, and supervision functions.

QUALIFICATIONS:

To qualify for the position of Probation Officer Assistant, the applicant must be a graduate from an accredited college or university with a four year undergraduate degree in the social sciences or in a field appropriate to the subject matter of the position. Prior general or specialized work experience is preferred. Specialized experience is progressively responsible experience in counseling and guidance with defendants or offenders in pretrial programs, community corrections, or in closely allied fields such as education guidance counselor, social worker, case-worker, psychologist, substance abuse treatment specialist and correctional researcher. Prior experience as a probation or pretrial services officer is desirable. Most law enforcement

experience does not meet the definition of specialized experience.

Because of the nature of the work that must be performed, new USPOA's must not have reached their 37th birthday at the time of appointment and must be able to meet certain minimum physical requirements. (Please reference the expanded information on medical and maximum entry age requirements located within this document.)

It is desirable that the applicant have some knowledge of:

- (1) Federal criminal statutes
- (2) Sentencing guidelines
- (3) Federal parole rules, policy and procedures
- (4) Bail statutes
- (5) Federal judicial administration and structure
- (6) Community programs, contract services and community treatment centers
- (7) Federal law enforcement agencies.

BENEFITS:

- ◆ Accrued annual leave and sick leave. Paid holidays each year (where applicable).
- ◆ Periodic salary increases based on acceptable performance of duties.
- ◆ Employee cost index and locality pay increases, subject to approval by Congress and the Executive Committee of the Judicial Conference.
- ◆ Participation in the Federal Employees Group Health Insurance program. (Numerous plans offered. Government contributes large share of premium and employee's share may be deducted "pre-tax" from gross salary.)
- ◆ Federal Employees Group Life Insurance program offers variety of options. Long Term Care and Disability Insurance policies are also available.
- ◆ Flexible Spending Account available to pay out-of-pocket medical, dependent care, and parking expenses from "pre-tax" salary.
- ◆ Participation in the Federal Employees Retirement System (FERS) which includes Social Security and an optional tax deferred savings/investment plan.
- ◆ Numerous training opportunities.

APPLICATION PROCEDURE

Visit our website at www.ncmp.uscourts.gov for a complete application package which includes the current U. S. Probation Officer Assistant's vacancy announcement, position description, and "fillable" application forms. (Prospective applicants who do not have personal internet access may want to use internet resources available at the Employment Security Commission, public libraries, colleges, and copy centers.)

To be considered for this position, a completed application with a cover letter (not to exceed two typed pages) summarizing your educational background, qualifications, skills, and abilities

relevant to this position, must be submitted to the Greensboro, North Carolina office postmarked no later than February 24, 2006. **“Handwritten,” incomplete, and unsigned applications will not be considered, returned, or retained.**

Employment address and contact information:

Wesley A. Sharpe
Personnel Specialist
United States Probation Office
Post Office Box 3327
101 S. Edgeworth Street - Suite 312
Greensboro, North Carolina 27401

Telephone No.: (336) 333-5341, Ext. 3626

Prior to appointment, the selectee considered for this position will undergo a medical exam and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. **Note: The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov>.**

Relocation expenses are the responsibility of the individual selected to fill the position. Divisional offices within the Middle District of North Carolina are located in Greensboro, Winston-Salem, Durham, Salisbury, and Rockingham. The individual selected must reside within fifty miles of their assigned duty station.

This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Applicants must be U. S. Citizens or eligible to work in the United States.

THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

Officer and Officer Assistant Medical Requirements

Medical Requirements and Maximum Entry Age

The duties of probation officers, pretrial services officers, and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.